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Sample County Welfare Plan

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State Council of Civil
Defense (Pa.)
Sample County Welfare Plan

S T A T E C O U N C I L O F C I V I L D E F E N S E

EMERGENCY WELFARE SERVICES

SAMPLE

COUNTY WELFARE PLAN

Harrisburg, Pennsylvania
1953

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DOCUMENTS SECTION



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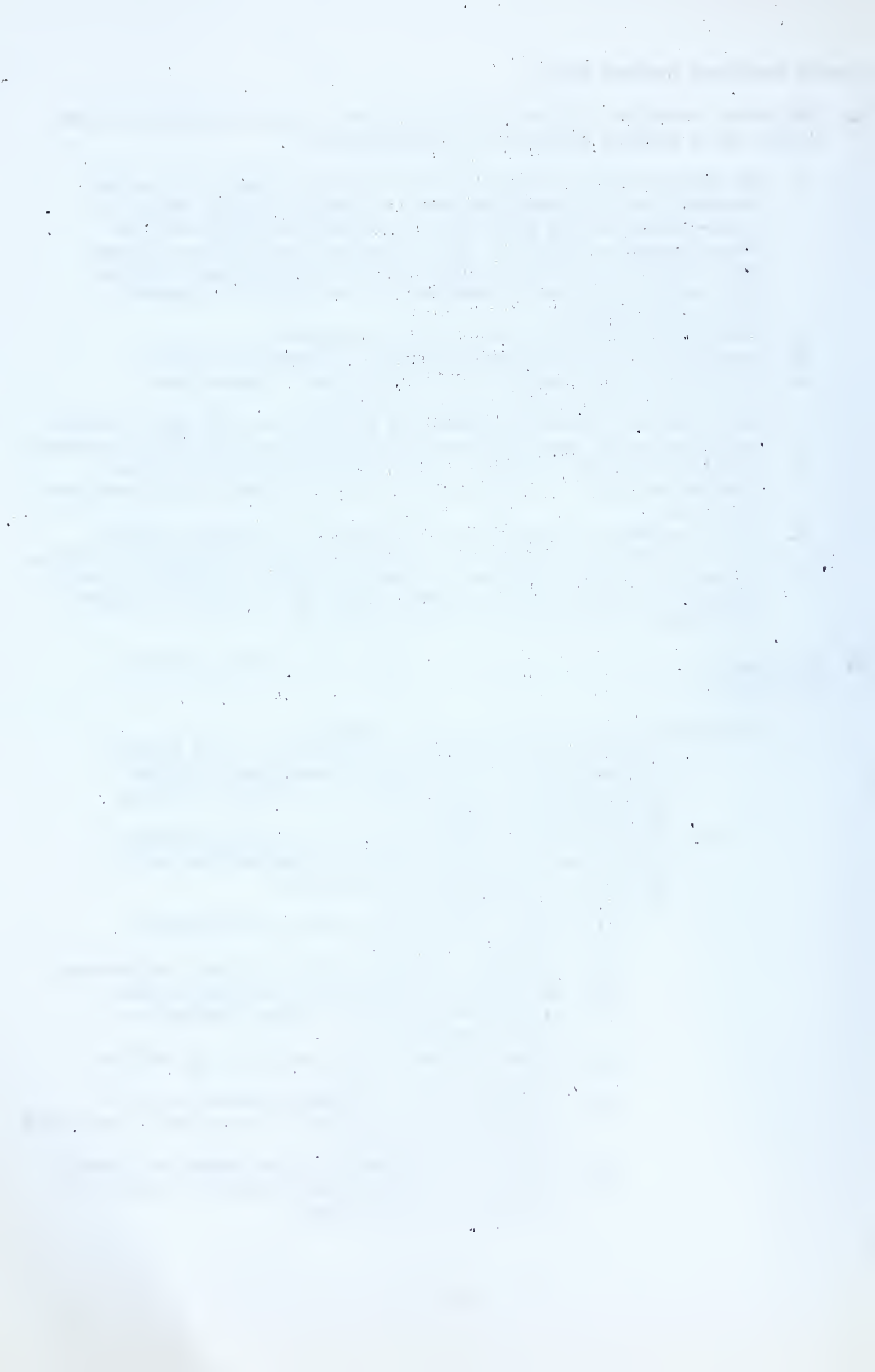
County Emergency Welfare Chief.

A. The County Emergency Welfare Chief appointed by and responsible to the County Civil Defense Director is responsible for:

1. The administrative control of all activities within the county necessary for the immediate care of victims of enemy attack of a non-medical nature until they can establish themselves and resume normal activities. This includes food; lodging; clothing; essential household goods; financial assistance; information about relatives and friends; and counseling in personal and family problems.
2. Coordinating with the Area Welfare Coordinator.
3. Developing and publishing County Welfare Operational Plan.
4. Coordinating with County Civil Defense Staff keeping them informed of welfare plans and activities.
5. Non-military evacuation planning in cooperation with civil defense law enforcement, communication, transportation and medical services.
6. Assisting the Sector Welfare Chiefs (where the County is thus divided) and Local Welfare Chiefs in organizational and educational planning.
7. Acting as the coordinator and administrator of county welfare services from the County Control Center during periods of emergency.
8. Responsible to the State Coordinator of Welfare for planning and providing a County Welfare Program which may be used for support to adjacent counties in the event of attack.

B. The steps required to fulfill these duties in the order given are as follows:

1. Organization of the County Welfare Program.
 - a. Following acceptance of appointment, a civil defense loyalty oath is to be taken in compliance with the State Council of Civil Defense Information Circular #2 dated 22 June 1951.
 - b. The receiving from the County Civil Defense Director and signing of a civil defense identification card which is to be carried at all times.
 - c. Review and understanding of:
 - (1) Civil Defense legislation pertaining to Emergency Welfare.
 - (2) The State and County Civil Defense organization.
 - (3) All important directives published by the State Director, State Welfare Coordinator and County Director.
 - (4) County office records including all welfare communication on file.
 - (5) Knowledge of the overall progress of civil defense planning within the county with particular emphasis on welfare.
 - (6) Other civil defense services within the County.
 - (7) The manner in which coordination of these services may be obtained.



d. Planning for the utilization of personnel, equipment and services of every county, public and private welfare agency by:

- (1) Contacting the Executive Director of the American Red Cross Chapter in order to review disaster plans for the County including the availability of Red Cross Trained Disaster Volunteers. (Make certain the American Red Cross Organization is understood since population density may require more than one Red Cross Chapter in the County.)
- (2) Contacting the County Disaster Chairman to learn of his planning.
- (3) Contacting the Executive Director of the County Board of Assistance in order to obtain cooperation through the Local Civil Defense Directors, in accordance with the State Council of Civil Defense Information Circular No. 31 dated September 16, 1952 and State Council of Civil Defense Memorandum to all County Civil Defense Directors dated July 6, 1953, which defines Civil Defense activities of the County Board of Assistance personnel as follows:
 - (a) The development of plans for establishment and operation of Local Civil Defense Emergency Welfare Services;
 - (b) The development of plans and operation of Local Registration and Inquiry Services, including conduction of special training courses; and
 - (c) The development of plans for the administration of Civil Defense assistance (as differentiated from immediate post attack) to the victims of enemy attack.
- (4) Contacting Superintendents of State-owned and State-Supervised Institutions within the County to receive cooperation and review their Civil Defense Report of available facilities.
- (5) Selection of county facilities whose peace time function parallels or is similar to each phase of service necessary in an emergency including: Individual and Family Care; Child Care; Welfare Information Services and any group of individuals familiar with Evacuation processes in a stricken or reception area.
- (6) With assistance from the Local Civil Defense Directors, the calling of a meeting to which representatives of these organizations are invited including civil defense chairman of women's clubs, civic and fraternal organizations, church groups and others for the purpose of selecting personnel who will comprise the County Welfare Staff, and be charged with the responsibility of the administration of the County Emergency Welfare Program.

e. Appointment from this representation of:

- (1) A Deputy Chief responsible for performing the duties of the County Welfare Chief should he for any reason be unavailable.
- (2) Four Assistant County Welfare Chiefs to direct and be responsible to the County Welfare Chief as follows:
 - (a) County Chief Mass Care. - Provides relief in the period immediately following attack for people who are hungry, homeless, and in need of clothing. This relief is offered on a mass basis only, without respect to individual need or circumstances. Provides authorized information of a general nature on civil defense operations affecting people and facilities for their care.
 - (b) County Chief Registration and Inquiry. - Records information on dead, hospitalized, missing people, and data concerning persons who request or receive welfare services. Provides a locator service to assist in reuniting families, and answers inquiries regarding safety and welfare of persons.
 - (c) County Chief Temporary Rehabilitation Aid. - Provides assistance on the basis of particular needs of individuals, families and special groups. Temporary rehabilitation aid, while a logical sequel to mass care for many persons, may frequently run concurrently with the administration of mass care. Temporary rehabilitation aid will be short-term in nature, and designed to restore people to a condition of self-help.
 - (d) County Chief Evacuation. - Provides a plan for the organized removal of civilians not directly essential to national defense from target areas to places of relatively greater safety (reception areas). Provides for care and maintenance of persons in reception areas and assist persons authorized to return to their homes to do so. Persons whose presence in target areas is not essential to national defense include, but are not limited to, the hospitalized, sick and injured; pre-school age children with their mothers or guardians and children of compulsory school age; pregnant women, the handicapped and infirm.
- (3) Each of the four Assistant County Chiefs will be responsible for recruiting two alternates to provide 24 hour coverage following disaster.

- (4) Responsible for all appointed County Welfare Staff complying with the civil defense loyalty oath and being issued a civil defense identification card.
- (5) Preparation and maintenance of a current listing for the County Civil Defense Director; County Welfare Staff; Area Director and State Welfare Coordinator of:
 - (a) The address and phone number of the Pre-disaster Headquarters.
 - (b) The address and phone number of the Post-disaster and/or Main Control Center.
 - (c) Directory of Key Welfare Positions in the County listed as follows:

CD WELFARE LOCATION	TITLE	NAME	ADDRESS & PHONE
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- f. Arrangements with the County Director for a meeting to which each Local Civil Defense Director is invited in order that the above County Welfare appointments may be announced, their duties explained and appropriate steps taken by the Local Civil Defense Directors to appoint Local Welfare Chiefs in line with the County Welfare organization if appointments are not already made.
 - g. The calling of a meeting of all Local and County Welfare personnel to coordinate plans and prepare a welfare vulnerability analysis for the County in conformance with County Civil Defense planning and the State Council of Civil Defense Emergency Welfare Services "Computation of Homeless Persons From A Stricken Area" to indicate:
 - (1) The number of persons for whom welfare services will be needed.
 - (2) Probable conditions affecting those services such as loss of staff, facilities, supplies and equipment.
 - h. Determine the number of volunteers needed and training required in line with the estimate made in (g) above, and in accordance with the State Council of Civil Defense Emergency Welfare Services Training Course and memorandum "Training Volunteers in Emergency Welfare Services" dated 15 April 1953.
2. Development and Training County Welfare Staff.
- a. Prior to organization of County and Local Welfare agencies, training of leaders is essential. They can then organize in line with existing policies, and assist in the training of volunteers.
 - b. Distribution of State Council of Civil Defense Emergency Welfare Services Training Course dividing the Lesson Plans according to the assigned designated responsibility.
 - (1) Local surveys for Food, Clothing, Mass Care
 - Centers and Lodging initiated by the Local Welfare Chief in accordance with Survey Forms as given in the Lesson Plans.

- c. Compiled data from these surveys are to be kept on file by Local Welfare personnel for use when making arrangements for the movement of homeless.
- d. Following receipt of the designation, address and number that can be accommodated in the Mass Care Centers, arrangements for training Mass Care Center Staff instructors in the County must be made by:
 - (1) Request through the County Civil Defense Director to the Area Director.
- f. Arrangements for Registration and Inquiry Training by contacting the Executive Director of the County Board of Assistance.
 - (1) Obtaining trainees who will act as instructors in Registration and Inquiry in the County by contact with the County Superintendent of Schools, Managers of Pennsylvania State Employment Services, local business firms and Women's Organizations.
- g. Arrangements for First Aid and Home Nursing Courses through the American Red Cross Chapter covering the County.
 - (1) Recruitment of trainees for these Courses.
- h. Arrangements for and development of practice exercises for Mass Care Center and Registration and Inquiry personnel in:
 - (1) Local communities.
 - (2) Between counties.

3. Mobilization of County Welfare Staff.

- a. Upon Sounding of the Yellow Alert the following County Welfare personnel will proceed immediately to the Headquarters established for the County Organization:
 - The County Welfare Chief
 - The Deputy County Welfare Chief
 - County Chief Mass Care
 - County Chief Temporary Rehabilitation Aid
 - County Chief Evacuation

If the County Headquarters has room for only one representative of each major group of services in civil defense, the other named county welfare staff members will report to a Secondary Headquarters.
- b. Upon Sounding of the All Clear the County Welfare Chief and Welfare Staff will await orders from the County Civil Defense Director. From these orders the following estimates must be made:
 - (1) Number of homeless.
 - (2) Direction evacuees are moving.
 - (3) Estimate of requirements needed.
 - (4) Alerting Local Welfare Chiefs to open Mass Care Centers as needed.
 - (5) In cooperation with Medical and Warden Services, informing Transportation where evacuees are to be sent.

- (6) Through the County Civil Defense Director informing the Area Director and Area Welfare Coordinator as to needs and plans.
- (7) Alerting the County Chief Registration and Inquiry and his staff to proceed immediately to the Central Registry to begin procedures for the processing of County Inquiries.

